



## Village of Westmont Community Events Permit Request

This permit request form and checklist has been developed for the purpose of assisting community organizations and other entities that wish to host or coordinate community special events in the Village of Westmont. Completion and approval of this form is mandatory for any community event that is requesting special permissions from the Village of Westmont. This includes street closures, use of public right-of-way, permission for parades, use of amplified music, hanging of temporary banners, etc. Events that invite large public gatherings or assemblies of people that may result in a distinct impact on public right of way should also complete this form. All block parties and private parties utilizing amplified music must obtain permission from the Village, but do not need to fill out this form.

Please contact Larry McIntyre, Westmont Communications Director, at 630-417-0280 or [LMCINTYRE@westmont.il.gov](mailto:LMCINTYRE@westmont.il.gov) to assist with the completion of this form. Once completed, the permit request and accompanying checklist will be submitted for staff review. Requests that require Village Board Action will be placed on a Village Board agenda for consideration. Copies of completed requests will be placed on file with the Village Clerk's Office.

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### VILLAGE OF WESTMONT SPECIAL EVENT PERMIT REQUEST

**Event Name** 2016 Race to the Flag 5K – St. Jude Fundraiser (RTTF)

**Host Organization(s)** Westmont Park District

**Name/Title of Event Contact Person** (including name of alcohol contact person)

Kevin Siewak Westmont Park District Kim Baxter, Westmont Park District, Gregg Pill Oakwood Homeowners Association

**Phone** Kevin Siewak 630-688-3519 Kim Baxter - 630-963-5252; Gregg Pill - 630-654-2442; Ron Gunter - 630-969-8080

**Email** ksiewak@westmontparks.,kbaxter@westmontparks.org

**Event Date(s) & Times** May 29, 2016, 8am to 11am, (set-up begins at 5am, race ends at 10am, pancake breakfast ends at 11am)

**Rain Date** No rain date

**Event Location** Ty Warner Park and Oakwood Subdivision

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**EVENT DESCRIPTION** (describe event, parade, goals, target audience & attendance, etc.)

RTTF is a community 5k run/walk event that raises money for the People's Resource Center. The race will be from 8-10am and will take place around Ty Warner Park and Oakwood Subdivision. Public streets will be used, but most streets will still have vehicular access so to not completely block traffic flow. The goal is to have up to 500 participants plus their guests. Target audience includes all of Westmont and area communities as well as runners from throughout the Chicagoland area. RTTF also commemorates veterans in honor of Memorial Day. This will be incorporated into the festivities. There will also be a pancake breakfast as part of the fundraiser. The Westmont Lions Club is a partner in this event/fundraiser. There may be entertainment in the Ty Warner Park area that will be associated with the pancake breakfast and the Red-White-&BBQ event.

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**ENTERTAINMENT** (describe type of entertainment, hours of entertainment, use of an amplified sound system which may require board approval, placement of stage & lights, etc.)

There will be limited entertainment including amplified sound and use of a PA system at Ty Warner Park. There will be guest speakers, announcements and maybe some live music. Any staging would be the same as that which is used for the Red-White-&BBQ event.

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**PUBLICITY** (describe where and when event will be promoted – the Village encourages publicity to be published a minimum of 30 days prior to the event if requesting use of public space)

This event is promoted in the months leading up to the race. Local promotion includes info in the Village Calendar, Village Website, Village Newsletter, ch. 16 bulletin board, local press releases, flyers throughout the area, and more.

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**Have you submitted and obtained a Temporary Sign Permit for your event signs/banners posting permit from the Westmont Building & Zoning Division?** IN PROGRESS

**Have you made arrangements with the Westmont Communications Director to have the Village hang/place signs and/or banners in the public right-of-way?** IN PROGRESS

**Event Proximity Notice**

Minimally, the Village of Westmont requires the sponsoring organization to provide hand delivered notification regarding this event to all businesses and residences within one block of the event at least 7 days prior to the event. The Village may require a wider area of distribution depending on the size, scope and community impact of the event. This notice must include general information regarding the event including event hours, street & parking lot closures, sound amplification, special uses that may affect neighbors, event chair contact information including name and phone number, and more. This notice must be approved by the Westmont Media Relations Coordinator and a copy must be submitted with this application.

**Please list the name of the person(s) delivering the event proximity notice, the specific location(s) to which this notice will be delivered, and the day and time of delivery?**

This notification will be written so to include all Ty Warner Park special events throughout the summer. Larry McIntyre will coordinate the creation of the notification and the delivery of the notice will be carried out by the RTTF Committee and the Lions Club. This will happen at least one week prior to the event. Additionally, communication with the Oakwood Homeowners Association through their newsletter is being coordinated.

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**SAFETY** (describe safety concerns & how they will be addressed, define security plan including number of people working security at what times and where they will be stationed, and if Police Dept. and EMA personnel will be requested)

Mike Ramsey will work with Public Works, Police and EMA to coordinate all safety logistics regarding the

event and the race route.

**Will your event serve alcohol?** YES **NO**

### **Insurance**

Have you secured an appropriate insurance policy in the amount of \$1 million naming the Village of Westmont as an additional insured protecting the Village of Westmont from potential claims concerning this event? **IN PROGRESS**

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**EVENT LAYOUT & SET-UP** (describe complete site plan of event with location of tent(s), tables, chairs, generator(s), layout of power cables, stage, sound system, lighting, food and beverage service, fencing, water hook-up location, port-a-potties, waste receptacles including trash cans and dumpsters, etc.) All aspects of this event in terms of staging area will be at Ty Warner Park and share resources used by the Red-White-&-BBQ event. Additional resources are used to define the race route. The race route is listed under board action requests. A map of this route is listed below.

**A layout graphic/drawing that includes the information listed above is REQUIRED.**

**Is this drawing attached? YES, this is the same as last year.**

**Parking** (describe parking plan including areas designated for public parking, handicap parking, and how this plan will be promoted to the public)

The RTTF committee will be seeking parking use in lots of nearby businesses as well as parking at the Jr. High and High School. This info will be posted on the event website.

**Are you requesting closure of a public right-of-way such as a street or parking lot? YES, limited closure**

**Will your event require a water hook-up?** YES **NO**

**If you are using any Village of Westmont-owned property, have you signed the Village of Westmont waiver regarding use of any Village equipment?** YES **NO**

### **Event Maintenance**

The Village of Westmont requires the event host to provide general clean up and maintenance during the event. This includes making sure that the area be litter-free, ensuring waste receptacles are regularly emptied and available for use, and ensuring that port-a-potties are regularly stocked and maintained. The Village further requires that the entire area enveloping the event is completely cleaned up immediately upon the close of the event. NOTICE: While the Village does not require a special event bond from the host organization, the Village reserves the right to invoice the host organization if the Village of Westmont incurs any unforeseen costs during the event.

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### **BOARD ACTION REQUESTS & FEES**

List all items requiring board action (such as but not limited to sound amplification, use of public right-of-way, etc.)

- Sound Amplification and Noise Request – Request to waive amplified sound and noise ordinance during the Race to the Flag event on May 29, 2016 from 8 a.m. to 11 a.m.
- Street Closures – Request the following street closures: Blackhawk Drive from Plaza to Oakwood.

Oakwood Drive south to Independence, Independence to Newport, Newport to Baltimore, Baltimore back to Oakwood, Oakwood back to Blackhawk, Blackhawk to Chestnut, Chestnut to the Memorial.

Create a comprehensive listing of all Village of Westmont fees (such as but not limited to hiring of Police Dept. personnel, overtime payment to Village personnel, fees related to equipment use, etc.) that will be incurred by the host organization. NA

**The undersigned acknowledges the expectations of this permit and agrees to follow through with all items outlined.**

\_\_\_\_\_  
Kevin Siewak, Kim Baxter, Co-Race Directors

\_\_\_\_\_  
Date

REVIEWED AND RECEIVED BY:

\_\_\_\_\_  
Larry McIntyre - Westmont Media Relations Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sgt. Brian Gruen - Westmont Police Dept.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dave Weiss - Westmont Fire Dept.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Steve May - Westmont Public Works Dept.

\_\_\_\_\_  
Date



The following checklist is to be completed in person by the special events permit requestor and the Westmont Media Relations Coordinator (MRC). This checklist is to accompany the request.

<u><b>YES</b></u>	<b>NO</b>		The Village of Westmont Special Event Permit Request Form has been completed, signed and is attached
<u><b>YES</b></u>	<b>NO</b>	<b>N/A</b>	Closure or ordinance variance in regard to Village streets, parking lots and/or public right-of-way has been requested <b>If YES, requires Village Board Action</b>
<u><b>YES</b></u>	<b>NO</b>	<b>N/A</b>	Amplified music, live or otherwise, has been requested <b>If YES, requires Village Board Action</b>
<u><b>YES</b></u>	<b>NO</b>	<b>N/A</b>	A water hook-up is needed and has been reviewed by MRC
<u><b>YES</b></u>	<b>NO</b>	<b>N/A</b>	Street barricades and security fencing is needed, has been reviewed with MRC, and is listed on event layout drawing
<u><b>YES</b></u>	<b>NO</b>	<b>N/A</b>	A property use waiver and Village hold harmless agreement has been signed and is attached with this request
<u><b>YES</b></u>	<b>NO</b>	<b>N/A</b>	An appropriate insurance policy that protects the Village of Westmont has been secured and is attached with this request
<u><b>YES</b></u>	<b>NO</b>	<b>N/A</b>	An event safety plan, including requests to utilize Village personnel and volunteers, has been reviewed and approved by the MRC along with the Westmont Police and Fire Departments
<u><b>YES</b></u>	<b>NO</b>	<b>N/A</b>	Village and State Liquor licenses are required and have been obtained
<u><b>YES</b></u>	<b>NO</b>	<b>N/A</b>	Health Department permits for food and beverage service are required and have been obtained
<u><b>YES</b></u>	<b>NO</b>	<b>N/A</b>	Event proximity notice has been created and submitted with this permit request (NOTE: This notice MUST be delivered to all businesses and residents within one block of the event no later than seven days before date of event)
<u><b>YES</b></u>	<b>NO</b>	<b>N/A</b>	Posting of signs and banners within the Village will be required and a temporary sign request has been submitted and approved by the Westmont Building and Zoning Division

\_\_\_\_\_  
Larry McIntyre/Westmont Communications Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Siewak, Kim Baxter, Co-Race Directors

\_\_\_\_\_  
Date